

## **INSTRUCTIONS FOR COMPLETION OF REVIEW FORM**

- I. PURPOSE:** This form is used for the annual review conducted by the MBCHP.
- II. GENERAL:**
  - A. The form should be used for periodic self-evaluation of services provided. It is useful as a tool to identify areas that may need strengthening.
  - B. The MBCHP staff will use the results of the review to identify areas of concern that may benefit from program educational interventions or support for infrastructure problems.
  - C. The CHECKLIST and RECORD REVIEW forms follow the ADMINISTRATIVE SITE REVIEW FORM. The CHECKLIST items are required for review, and should be accessible on the day of review. A chart review of at least 10 charts, using the CLIENT RECORD REVIEW form, is part of the site visit. The reviewing nurse will identify the records to be reviewed.
- III. HOW TO COMPLETE THIS FORM:**
  - A. Prepare concise comments to address areas in bold and bulleted points.
  - B. Place comments in the “Comments” section.